

4.2 Personnel and Position History (Established 1984).

The Personnel and Position History file is maintained by the Personnel Cabinet and is updated daily. The file represents all actions that were approved as of 8 a.m. that day. The file contains all P-1s on all employees beginning January 1, 1984. All state agencies are eligible to apply for access to the file for information pertaining to that agency's employees only. It allows you to inquire by typing in the social security number, last name, or full name. You can also type in the organizational number to find out who is in it or who has been in it in the past.

An agency may request that access by internal staff be restricted to a certain organizational level, down to branch. This means, for example, that a particular person with a given user ID could be provided access to division level actions within a department. Branch access means branch within a given department, no other departments. Department access means all departments.

When an individual is transferred, all P-1 actions on the employee are made available to the old agency and the new agency. The new agency can see all new actions as well on the file. The old agency, however, can see only the old actions. This procedure serves to comply, in part, with the law that requires employee files to be transferred to the new state agency.

